

HR NEWSLETTER



Did you know?

March is National Save Your Vision Month

The goal of this national observance is to raise awareness about the use of regular, comprehensive eye examinations to detect eye health problems, general health issues and vision difficulties.

TSP: Open Season for TSP *will be* eliminated

Public Law 108-469, which was signed into law on December 21, 2004, eliminates the Thrift Savings Plan open seasons and the restrictions on contribution elections which are tied to open seasons. **The Federal Retirement Thrift Investment Board will implement this law on July 1, 2005.**

There will be one more open season, April 15 through June 30, 2005.

Participants may file contribution elections with their agencies beginning April 15 thru June 30. These elections will be processed under the current rules.

Beginning July 1, contribution elections will be processed under the new rules — that is, the elections must be made effective no later than the first full pay period after they are filed.

Please visit www.tsp.gov for additional information on the Thrift Savings Plan.

Reminder:

The **last** TSP Open Season is April 14- June 30, 2005

FERS Contribution: 15% (up to the IRS limit)

CSRS Contribution: 10% (up to the IRS limit)

Note: IRS limit for 2005 is \$14,000

More TSP Open Season information will be available in April,
Stay Tuned!

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Guidance Resources On-line

www.guidanceresources.com

Company Web ID:
FEDSOURCE

Guidance Resources Phone:
888-290-4EAP

A **FREE** BENEFIT FOR ALL
EMPLOYEES!!!!!!!!!!!!!!

Guidance Resources On-line: How can this benefit you?

This website contains articles, interactive tools and information regarding issues such as relationships, work and education, money and investments, home and auto, law and regulations and consumer and leisure. You can also email or call a Guidance Resource Consultant and receive assistance in the following:

Confidential Counseling on Personal Issues

A Guidance Consultant will refer you to a local consultant or to resources in your community. Call or email with issues concerning:

Relationships, Job pressures, Problems with your children, marital conflicts
Substance abuse, Grief and loss, Stress, anxiety or depression, Empty-nesting

Information, Referrals and Resources for Work-life Needs

Work-life specialists will help you sort out issues and provide you with information based on your specific criteria. You'll receive a personalized reference package containing helpful resources and literature, covering areas such as:
Finding child or elder care, finding pet care, Planning for college, purchasing a car
Relocating to a new city, Home repair, Entertaining family and friends

Mental Health and Substance Benefits

A Guidance Consultant will listen to your concerns, check your eligibility, explain the program benefits and obtain a referral for you to talk to a consultant located in your area. During the appointment, the consultant will discuss your situation and help you develop an action plan. The plan may include continued counseling through the EAP, or additional/specialized behavioral health care. For needs outside the EAP, expert clinicians will manage your care reimbursed through the benefit plan. Using providers whose care is managed with GuidanceResources will qualify you for the highest level of coverage through your plan. Call or email with issues concerning:

Relationship issues, Eating disorders, Marital and family conflicts, Major life changes
Physical or emotional abuse, Career transition, Drug and alcohol abuse, Depression

Legal Information, Resources and Consultation

Attorneys are available to provide confidential support with practical, understandable information and assistance. If you require representation, you can also be referred to a qualified attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call or email any time with legal issues including:

Divorce and family law, Bankruptcy, Debt obligations, Criminal actions
Landlord and tenant issues, civil lawsuits, Real estate transactions, Contracts

Financial Information, Resources and Tools

Financial professionals are available to discuss your concerns and provide you with the tools and information you need to address your finances, including:

Getting out of debt, saving for college, Retirement planning, tax questions
Credit card or loan problem, Estate planning

Talk to a Qualified Nurse About Health Concerns

Registered nurses are available around the clock to answer commonly asked questions and to provide general information regarding medical conditions, wellness activities, treatment alternatives and side effects. Call or email any time with health concerns, including:
Preventing illness, learning about diet and exercise, knowing the side effects of prescription drugs, Understanding surgical procedures



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HR Assistant (FA-200)
X5518

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HR Assistant (FA-300)
X5388

Pamela Burrows
HR Assistant (Staff Assistant &
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X5523

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QuickHire Common Resume Mistakes

Common mistakes applicants make when submitting online applications.

- No salary is listed (either hourly or GS level)
- Dates are not complete, need to provide month and year
- Hrs per week are missing
- No Supervisor name and number
- No Employer listed
- Job title and series are missing
- Resume (sometimes applicants forget to even submit a resume)

Applicants should refer to the OF-510 for information on what a resume or application must contain. This form can be found on the OPM website under Federal Forms

www.opm.gov

Jobs on the Web!

Visit:

<http://www.usajobs.opm.gov/>

<http://www.firejobs.doi.gov/>



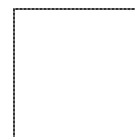
New Hires

Patrick McDowell	BIA
Richard Irvin	FA-243
Robert Pavlat	FA-262
Richard Harding	FA-264

Departures

Bill Mitchell	FA-107
John Simas	FA-321

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BLM/BIA NIFC